

**Submit**

Tools→Macro→Security must be set to Low.

**DPH IT Account Request Form**

Version 1.4a

**User Information**

James First Name	L MI	Hanchett Last Name	- - - Start Date (required for new users)	Allan Stevenson Supervisor
<input type="checkbox"/> BCDC Bureau (check one)	<input checked="" type="checkbox"/> BLS	Analytical Chemistry Program	Amh Room #	6669 Phone Ext. 6669 Supervisor's Phone Ext.

 **New User** **Modify User****Email Access** (check one – required for new users)

User requires a new email account  
 User does not require a new email account

**Employee Type** (check one – required for new users)

State Employee  
 Contract      End date - - - (required for new contract employees)

**Program / Application Access**

List Programs/Applications/Groups/Public Email Folders authorized or list two or more users / roles with equivalent access. List the full path for all folders and subfolders. Please check (A) for Additions and (D) for Deletions.

A     D    1. Give Jim rights to F:\Shared\Drugs as user group BLS-Drug-EV see attachment  
 A     D    2.  
 A     D    3.  
 A     D    4.  
 A     D    5.

**Distribution List Access**

All users will be added to their Bureau's Distribution List. List additional lists. Please check (A) for Additions and (D) for Deletions.

A     D    1.  
 A     D    2.  
 A     D    3.

 **Terminate User**

Personal Folders are always backed up: select and fill in if you would like a copy

Backup then Delete     Send a copy of the files to

Termination Date  
(required to terminate an account)

Email is always backed up: select and fill in if you would like a copy

Backup then Delete     Send a copy of the files to

**Approval**

Each request must be authorized by an Approving Manager. Select the approving manager for your program then hit the SUBMIT button at the top of the form. If your approving manager is not available, contact ITS for the name of the appropriate alternate.

Julianne.Nassif  
Approving Manager (required)

1-17-2008  
Date

Contact Keith Nystrom x6275 with suggestions or problems

## **Attachment**

If additional space is required in any of the fields above, please enter "See Attachment" and list those items here. If you have any specific requirements or instructions, please list them here as well.

James Hanchett can be reached at 413-545-2607  
Allan Stevenson can be reached at 413-545-2606